

Request for Construction
Changes on Project Mortgages

U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner



OMB Approval No. 2502-0011 (exp. 9-31-92)

No changes in the drawings and specifications may be effected unless a completed request for construction changes has been filed and approved by HUD in accordance with the Construction Contract. Read the instructions on the back of this form.

Name and location of this project
Request No. (HUD use only)
Project No.

Name of Contractor
Name of Mortgagor
Name of Mortgagee

To the Federal Housing Commissioner: You are requested to consider the following proposed changes in the project. The changes are satisfactory to the parties hereto, as indicated by the signatures below.

Table with 5 columns: Description of Changes, Mortgagor Estimated Effect on Cost + or -, HUD Estimated Effect on Cost + or -, V = Acceptable O = Unacceptable, Arch., Val.

Amount on deposit with mortgagee to cover increased cost of changes pursuant to conditions of Request No.
Total
Initials / Date

I certify that I have no financial interest in this project beyond the fee for my professional services, and that I have no interest with the mortgagor, contractor, or any subcontractor or supplier. The changes set forth in this request conform to the intent of the contract documents and I recommend that the changes be approved.

Contractor (signature)
Mortgagor (signature)
Mortgagee (signature)

The following is required on requests involving cooperatives and non-profit mortgagors with respect to any increase or decrease in cost resulting from acceptable changes: (check / appropriate box.)

Three checkbox sections for contractor, mortgagor, and mortgagee/contractor agreement regarding cost changes and contract amendments.

Table with 4 columns: Federal Housing Commissioner Findings, 1. Mortgagor's Estimate, 2. Net effect on Construction Costs, c. Total, d. Percent.

3. Changes are acceptable and the drawings and specifications amended, provided:
a. That a total sum of \$ is on deposit with the mortgage to cover net increase in cost...
b. That in order to reflect the net decrease in cost or reduction in mortgage based on net income or number of family units...
c. Consent of surety to these changes is obtained in writing...
d. There is compliance with the conditions stated on the back of this form.

4. Changes are not acceptable. See "Reasons for Unacceptability" on the back of this form.
Mortgage Credit: Initials
Date

HUD analysis and findings reviewed and approved:
Director, Housing Development Division (signature)
Date
Federal Housing Commissioner
Signature of authorized agent

Instructions

Send the original and six copies to HUD through the mortgagee.

Under "Description of Changes" designate each proposed change by a letter (a, b, c, etc.). Describe each proposed change and enter the amount by which the construction cost will be increased or decreased as the net result of each proposed change. Attach documentation including (1) reason for each change, (2) general scope, (3) full detailed description of work to be omitted and/or added and the cost for each trade affected, and (4) reference any attachments showing proposed revisions.

Estimate the cost of each change on the basis of the current cost of items omitted, substituted or added. Estimates include job overhead and builder's fee, or job overhead and general overhead, as applied in the HUD estimate of the project. No allowance for "Builder's and Sponsor's Profit and Risk" is included. No architect's or engineer's fee is included.

This form is not used for off-site changes. Such changes must be submitted in writing, using this form as a guide.

To be acceptable to HUD a proposed change must be due to necessity, or be an appropriate betterment, or qualify as an equivalent. In accepting any changes, it is assumed that they will be executed. If an accepted change is not executed, it must be nullified by substituting a Request for Construction Changes amending the drawings and specifications so as to restore the drawings and specifications to prior status or to a status acceptable to HUD.

Send requests for a time extension on a separate form.

Conditions of Acceptance or Reasons for Unacceptability

When the HUD estimated cost of all accepted changes results in a net decrease in the total construction cost, the insurable mortgage will be similarly decreased; but if the net effect is an increase, the additional costs will be defrayed by the mortgagor. The acceptance of any change or changes involving a net increase does not increase the mortgage amount.

Public Reporting Burden for this collection of information is estimated to average 0.75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600; and to the Office of Management and Budget, Paperwork Reduction Project (2502-0011), Washington, D.C. 20503.
